



**Position Title:** Office Coordinator  
**Department:** Administration  
**Reports To:** Controller  
**FLSA/Status:** Non-exempt/ Full time  
**Hiring Range:** \$32,500 - \$38,000  
**Job Family:** Support Service 2  
**Revised:** May 2018

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## WHO WE ARE

Mi Casa Resource Center is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

## POSITION SUMMARY

The Office Coordinator is responsible for providing our participants, employees and other stakeholders with a great facility experience. This position maintains day to day office operations and other administrative activities to ensure smooth operation of the office. This position will also cover for the receptionist as scheduled, on breaks and other absences.

## KEY RESPONSIBILITIES

### Leadership

- Supervises interns, volunteers, temp staff

### Operations

- Coordinates the maintenance, improvements and repairs to the S Grove facility.
- Serves as primary point of contact for facilities maintenance vendors (like plumbing, HVAC, electrical, technology, janitorial etc.) and monitors their performance to ensure a clean and welcoming workplace.
- Maintains relationships with facilities vendors, service providers, property management companies and Terraza del Sol Homeowners Association.
- Maintains the inventory database, security, telephones, AV and room reservation systems.
- Coordinates all furniture and equipment (appliances, copiers, printers and computers) maintenance requests, improvements and repairs.
- Works with departments and staff to ensure tidiness of shared office spaces (kitchens, refrigerators, conference rooms, etc.).
- Maintains a safe and secure facility including leading facility safety initiatives
- Covers the front desk during mornings or evenings as scheduled and serves as backup for the Receptionist during breaks and absences.
- Trains existing and new staff on office, facility and safety procedures and processes.
- Assists program teams and external partners with event set up and logistics as needed.

### Independent Judgement

- Uses experience to make decisions on assigned tasks

**Mi Casa's Mission:** To advance the economic success of families with limited resources, as an organization grounded in our Latino heritage

**Mi Casa's Core Values:** Community, Integrity, Innovation, Expanding Opportunities, Connection



### **Fundraising & Grants Management**

- Participate in fundraising events and workplace campaigns
- Be prepared to talk about Mi Casa Resource Center and our programs with external stakeholders

### **Other**

- Performs other duties as assigned

### **QUALIFICATIONS**

- 2-4 years of demonstrated experience in facility/ office management
- Some post-secondary training or an equivalent combination of education and experience
- A good understanding of technology and office systems/ software
- Bi-lingual in English/Spanish strongly preferred
- Background check required
- Valid driver's license, good motor vehicle record and valid auto insurance

### **KEY COMPETENCIES**

- Good computer skills including Microsoft Outlook, Word, Excel and database systems
- Proactive, service orientated with effective communication skills
- Great organization skills and attention to detail
- Ability to multi-task, handle multiple demands and prioritize
- Creative Problem-solving skills

**Mi Casa is an equal opportunity employer.**

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by June 19, 2018. Interviews may occur as qualified candidates apply.**